



JOB DESCRIPTION FOR KNOWLEDGE MANAGEMENT OFFICER

Job Title	Knowledge Management Officer
Grade	RL 6
Corporation/Organization	Salaries and Remuneration Commission
Directorate	Remunerative Services
Department	Research and Compliance
Division	N/A
Section / Unit	N/A
Location / Work Station	Nairobi (Head Office)
Reporting Relationships	
Reports to	Deputy Director, Research and Compliance
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
This position is responsible for managing learning materials and Commission Resource Centre.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> (i) Implement the Resource Centre Strategy for effective knowledge management in the Commission; (ii) Identify and select resource materials to be stocked in the Resource Centre; (iii) Identify tools and methods for effective capturing, recording, storing, and sharing of knowledge within the Commission; (iv) Identify and collect relevant knowledge for the Commission through interviews, surveys, document analysis, and other methods. 	

- (v) Facilitate knowledge transfer from experienced employees to newer staff.
- (vi) Encourage subject matter experts to contribute their expertise to the knowledge base.
- (vii) Develop and implement user education/catalogue and information programmes aimed at equipping Resource Centre users with effective skills for rapidly searching, identifying and locating information;
- (viii) Coordinate the classification of all information resources to ensure retrieval of information;
- (ix) Coordinate the subscription of online databases and other electronic resources relevant to Knowledge needs of the Commission;
- (x) Provide regular updates on services, facilities, rules and regulations to ensure users are kept informed of changes and other developments in the Resource Centre;
- (xi) Coordinate the inclusion and update of content and monitor feedback of the Resource Centre Portal;
- (xii) Implement information storage and retrieval systems and procedures;
- (xiii) Maintain content for online support;
- (xiv) Identify and implement effective e-learning solutions;
- (xv) Provide reference and referral services to Resource Centre users;
- (xvi) Evaluate information materials to determine outdated materials for destruction in line with policy;
- (xvii) Propose and promote creative solutions for Resource Centre management;
- (xviii) Provide feedback to enhance business processes and initiate process improvement to achieve operational excellence; and
- (xix) Develop individual work plans, monitor own performance and seek requisite support to ensure delivery of agreed targets;

Job Dimensions:

I. Financial Responsibility

Implement the Resource Centre budget.

II. Responsibility for Physical Assets

- (i) Computer;
- (ii) Office Furniture and equipment; and
- (iii) Learning Materials.

III. Decision Making / Job Influence

Operational

IV. Working Conditions

Office setting with occasional travel.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

Bachelor's Degree in Library & Information Science or in a related field.

Professional Qualifications / Membership to professional bodies

Certificate in Library and Records Management.

Previous relevant work experience required.
Three (3) years relevant experience.
Functional Skills, Behavioral Competencies/Attributes:
(i) Meets the requirements of Chapter Six of the Constitution; (ii) Ability to identify customer needs and deliver service excellence; (iii) High level of integrity and interpersonal skills; (iv) Ability to work under pressure; (v) Good oral and written communication skills; and (vi) High level of confidentiality.

APPLICATION PROCESS

1. Interested and qualified persons are requested to register and apply to [the SRC E-recruitment Portal](#).
2. All applications should be uploaded together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents. Hard copies and email applications shall not be considered.
3. Those who might have applied for the re-advertised positions are encouraged to re-apply.
4. Successful candidates MUST submit all clearances in relation to Chapter six before on boarding.

The application letter should be addressed to:

**THE COMMISSION SECRETARY/CEO,
Salaries & Remuneration Commission,
Williamson House,
6th Floor 4th Ngong Avenue,
P.O Box 43126-00100,
NAIROBI.**

To be received on or before 26th February, 2025

The Commission is an equal opportunity employer and the Marginalized and Persons with disabilities are encouraged to apply. Only Shortlisted candidates will be contacted